

~~SECRET~~ ~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 3 January 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #1
27 December 1955 - 3 January 19561. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Basic Orientation

(1) Arrangements have been completed for Basic Orientation #25 which begins on 9 January. [] will review all training aids used during this course and will make recommendations for improvement aids or suggest new methods of graphic presentation.

25X1

(2) The staff of BOC will meet with [] of A&E on 5 January to discuss problems concerned with testing in the Communism phase of the course.

25X1

(3) [] spoke at the Foreign Service Institute on Tuesday, 3 January.

b. Orientation and Briefing

All arrangements have been made for the Dependents' Briefing Program which will be conducted on 9 and 10 January. [] C/NEA, will present the Bon Voyage statement.

25X1

c. Clerical Training

Clerical Induction Training is operating under a curtailed schedule due to the small number of EOD's; only shorthand and typing courses are being offered this week.

d. Management Training

(1) With the addition of an extra presentation of Basic Supervision in January, three presentations of the course are now scheduled end-to-end, commencing 9 January and running through 17 February. The course maximum of 18 students is enrolled for all three sessions, and there is pressure from some offices (notably O/C) for additional slots.

25X1
25X1
25X1

JOB NO. [] FOX NO. [] FID NO. [] DOC. NO. 26 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C REF. JUST 22
NEXT REV DATE 09 REV DATE 11-17-57 REVIEWER [] TYPE DOC. 02
NO. PGS 8 CREATION DATE [] ORG COMP 11 CP11 ORG CLASS S
REV CLASS C REV COORD. [] AUTH: HR 70-3

~~SECRET~~~~CONFIDENTIAL~~

~~SECRET~~ CONFIDENTIAL

(2) Following consultation with [] O/P, satisfactory arrangements have been made for OTR to conduct, as a staff service to the Office of Personnel, a series of seven meetings to acquaint key administrative and personnel officers with the new Fitness Report. Kits have been prepared by [] office with one day's assistance from [] Management Training secretary.

25X1

25X1

(3) Top priority is now being given to the revision of an annotated bibliography used in conjunction with Basic Management. It is given to students at the close of each course and is regarded as an effective means of providing additional information to the Agency's middle managers and of sustaining their interest in good management.

e. Administrative Training

[] attended a seminar given by [] to review and discuss the new fitness report.

25X1

f. Personnel Notes

(1) [] of the BOC staff attended the American Historical Association Convention on 28 - 30 December 1955.

(2) [] was absent due to his wife's illness 28 December through 3 January.

(3) [] an instructor in Clerical Refresher Training, was married to [] on 18 December.

25X1

25X1

Enclosures:

5 reports

~~SECRET~~ CONFIDENTIAL